



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
RADM WILLIAM A. MOFFETT BUILDING
47123 BUSE ROAD, BLDG 2272
PATUXENT RIVER, MARYLAND 20670-1547

IN REPLY REFER TO

NAVAIRINST 12451.1 CH-1
AIR 7.3.1
31 Jul 03

NAVAIR INSTRUCTION 12451.1 CHANGE TRANSMITTAL 1

From: Commander, Naval Air Systems Command

Subj: AWARDS AND RECOGNITION PROGRAM


Encl: (1) Awards Handbook

1. Purpose. To transmit pen and ink changes to enclosure (1), of the basic instruction.
2. Action. Please make the following changes to enclosure (1):

a. Replace the following table of information on page 7, item 4, "Approval Guidance" with the following updated information:

<u>Approval Official</u>	<u>Maximum approval authority</u>
Local competency managers/supervisors	\$2,500 per individual
National Level 1 Competency Leader	\$5,000 per individual
COMNAVAIRSYS/PEOs	\$10,000 per individual
Secretary of the Navy (SECNAV)*	\$25,000 per individual
Department of Defense (DoD)/	greater than \$25,000 per
Office of Personnel Management (OPM)	individual
via SECNAV	

b. On page 6, change approval amount for Special Act Award and Sustained Excellence Award from /PEO* <= \$7,500 to /PEO* <= \$10,000.


SUSAN L. KEEN
By direction

NAVAIRHQ Directives Web Address: <http://directives.navair.navy.mil> or locally on
<https://wingspan.navair.navy.mil>

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